

HENRY VISCARDI SCHOOL

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

I. Philosophy

- A. It is the philosophy of the Henry Viscardi School that the integration of technology within the curriculum is an essential part of instruction. At the same time, there is an inherent responsibility on the part of users to conduct themselves in an appropriate and considerate manner when using this medium. Viscardi provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication.
 - a. Online communication constitutes email, Internet, blogging, any use of network resources, etc. Electronic resources include, but are not limited to, all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.
 - b. Online communication is critical for Viscardi students and includes tools such as interactive websites, blog, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information.
- B. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate for the many educational and global changes to date.
- C. The Acceptable Use Policy is written for all those who use school provided Network connections.

II. Internet Filtering System

- A. In compliance with CIPA, the Henry Viscardi School employs technology protection measures that are designed to block access to visual depiction of pornography, obscenity and other material deemed illegal, inappropriate or harmful to minors.
- B. Web site traffic passes through this filter on all Internet-enabled computers. However, no web filtering technology is 100% safe. It is, therefore, incumbent upon all Viscardi technology users to use the Internet responsibly.
- C. If a user believes that a site is incorrectly filtered, they may submit a request to the Schools IT department to request that this site be unblocked.

III. Personal Security Issues

- A. Users should exercise discretion when sending or receiving electronic information since there is no guarantee of privacy.
- B. Online communications between staff and students pose unique learning opportunities as well as potentially negative consequences.
- C. Staff and students should always be aware that online communications can become part of the public domain and should not be considered private. They should also be aware that information stored on school equipment is subject to review.
 - a. Users should never share their account information with others. This includes usernames and passwords. Users should also not attempt to ascertain login information of others.
 - b. Students should never transmit personal information such as names, addresses, telephone numbers or photographs. Students should never attempt to meet with people they have met online without adult supervision or permission.

- c. Students should notify a staff member whenever they come across information that is dangerous, illegal, obscene, inappropriate, or makes them feel uncomfortable.
- d. While the Henry Viscardi School encourages appropriate electronic communication among students, parents and staff, staff members are advised to use discretion in making these connections. Especially as it relates to social networking sites, staff should always maintain a separation between their personal lives and professional responsibilities.

IV. Usage Guidelines

- A. **Network Resources:** Use of our network is considered a privilege to be used responsibly, fairly and appropriately.
 - a. You must not use the Network in any way that might disrupt the use of the network by others.
 - b. This includes downloading large files without teacher approval.
 - c. If necessary, you will download a file at a time when the system is not being heavily used and immediately remove the file from the network unless authorized by a supervising teacher.
- B. **Password Protection:** Internet passwords are provided for each user's personal use only and are therefore confidential.
 - a. Never share your password, steal or use another person's password.
 - b. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher and/or technology director.
- C. **Privacy:** E-mail is no more private than a postcard, students and staff need to know that files stored on a school computer are not private.
 - a. Network and Internet access is provided as a tool for educational purposes only.
 - b. The Henry Viscardi School has the right to monitor, inspect, copy, review and store at any time without prior notice any and all usage of the computer network and Internet access including transmitted and received information.
 - c. All information files are the property of the Henry Viscardi School, and no user shall have any expectation of privacy regarding such files. Federal Law requires that all e-mail sent and received be stored for a period of 'seven years.'
- D. **Free Speech:** Your right to free speech, as set forth in the Henry Viscardi School discipline code, also applies to your communication on the Internet.
 - a. The Internet is considered a limited forum, similar to the school newspaper and, therefore, the Henry Viscardi School may restrict your speech for valid educational reasons.
 - b. The Henry Viscardi School will not restrict your speech based on a disagreement with the opinions you are expressing.
- E. **Online Etiquette:** The same behavioral expectations of individuals in school and the community apply to online behavior.
 - a. Use appropriate language and graphics.
 - b. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable.
 - c. Do not use school online access to make, distribute or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, disability, ethnicity, nationality, religion or sexual orientation.

- F. **Messaging:** Teachers may incorporate:
- a. Email, Blogs, Podcasts, Video Conferencing, Online Collaborations, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs) or Web 2.0 applications for educational purposes.
 - b. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.
- G. **Blogging/Podcasting:** Use of blogs, podcasts or other Web 2.0 tools is considered an extension of the classroom.
- a. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools.
 - b. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping **ALL** personal information out of their posts.
 - c. Comments made on school related blogs should follow the rules on online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted.
 - d. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.
- H. **Personal Devices:** Students and staff may use personal devices to access the school's network with permission from the Principal of the School.
- a. The user must have a valid demonstrated need to use their personal device to access the network. Each request will be reviewed on an individual basis.
 - b. Staff and students using personal devices on the network must follow the same terms, conditions, responsibilities and liabilities as defined in this policy. They must also obey all other school policies as well as applicable local, state and federal laws.
 - c. Users may not physically or wirelessly connect unauthorized equipment of any kind to our network. Any such equipment if found will be removed by our technology staff for network security reasons and reported to the Technology Director and Principal.
- I. **Plagiarism/Copyright/Licensing:** Plagiarism is the act of using someone else's words or ideas as your own.
- a. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized.
 - b. This includes all forms of media on the Internet, such as graphics, movies, music and text.
 - c. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. In addition, all students and faculty must adhere to the copyright laws of the United States and the Congressional Guidelines that delineate it regarding software, authorship and copyright information.
 - d. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

V. Illegal Activities

- A. Use of our network for any illegal activities is prohibited. Illegal activities include but are not limited to:
 - a. Tampering with computer hardware or software
 - b. Software piracy
 - c. Unauthorized entry into computers and files (hacking)
 - d. Knowledgeable vandalism or destruction of equipment
 - e. Using another person's account
 - f. Deletion of computer files belonging to someone other than oneself
 - g. Uploading or creating computer viruses
 - h. Access or Distribution of obscene or pornographic materials
 - i. Sexting
- B. The school will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the Henry Viscardi School network.
 - a. In the event there is a claim that you have violated this policy or disciplinary code in your use of the system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator (or will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code).
 - b. If the violation also involves a violation of other provisions of the Code of Conduct, it will be handled in a manner described in the Code of Conduct. Additional restrictions or suspension of your Internet access may occur.

VI. Staff Responsibilities

- A. In order to comply with the provisions of this policy and the Children's Internet Protection Act, staff are responsible for the following:
 - a. Educate all students about the guidelines contained in this policy and supervise and monitor their online activities
 - b. Take appropriate disciplinary actions when students violate this policy
 - c. Report any serious policy violations to an administrator
 - d. Report illegal, obscene or inappropriate information to an administrator
 - e. Never facilitate collection of private information about students by any Web Site
 - f. Contact an administrator when inappropriate student use of the internet outside of school comes to their attention so that the matter can be investigated. Parents/guardians may be notified, and appropriate action may be taken to minimize disruption to the educational environment and ensure the safety and well-being of children.

VII. Limitation of Liability

- A. The school makes no guarantee that the functions or services provided by or through the system will be error-free or without defect.
- B. The school will not be responsible for any damage suffered including, but not limited to, loss of data or interruption of service.
- C. The school is not responsible for the accuracy or the quality of the information obtained through or stored on the system.
- D. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

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STUDENT

I understand and will abide by the above Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Name (please print): _____

Student Signature: _____ Date: _____

(If you are under the age of 18, a parent or guardian must also read and sign the agreement.)

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the Henry Viscardi School to restrict access to all controversial materials, and I will not hold them responsible for materials my child may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to the Henry Viscardi School to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

ADMINISTRATOR

I have read the Acceptable Use Policy and agree to take appropriate measures to ensure that all students are made aware of the guidelines and their responsibilities and are instructed on acceptable use of the network and proper network etiquette. Because the student may use the network for individual work or in the context of other classes, I cannot be held responsible for the student's use of the network.

Principal: _____

Signature: _____ Date: _____